Document Tracking Management System (DTMS)

Electronic Signature Upload

(Disbursing / Finance)

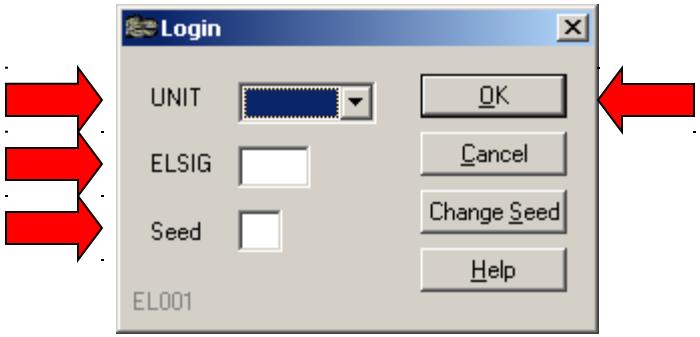
DTMS ELSIG Upload Procedure

In order to use the DTMS System, Electronic Signatures (ELSIGs) from the RAPTRS system into the DTMS application.

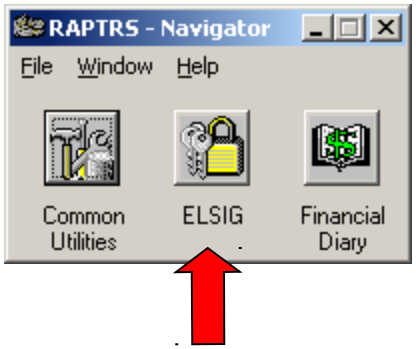
The following procedures will walk you through the ELSIG upload

1. You must first install RAPTRS per the instructions for that applica ELSIGs to all your personnel who will be authorized to operate both R

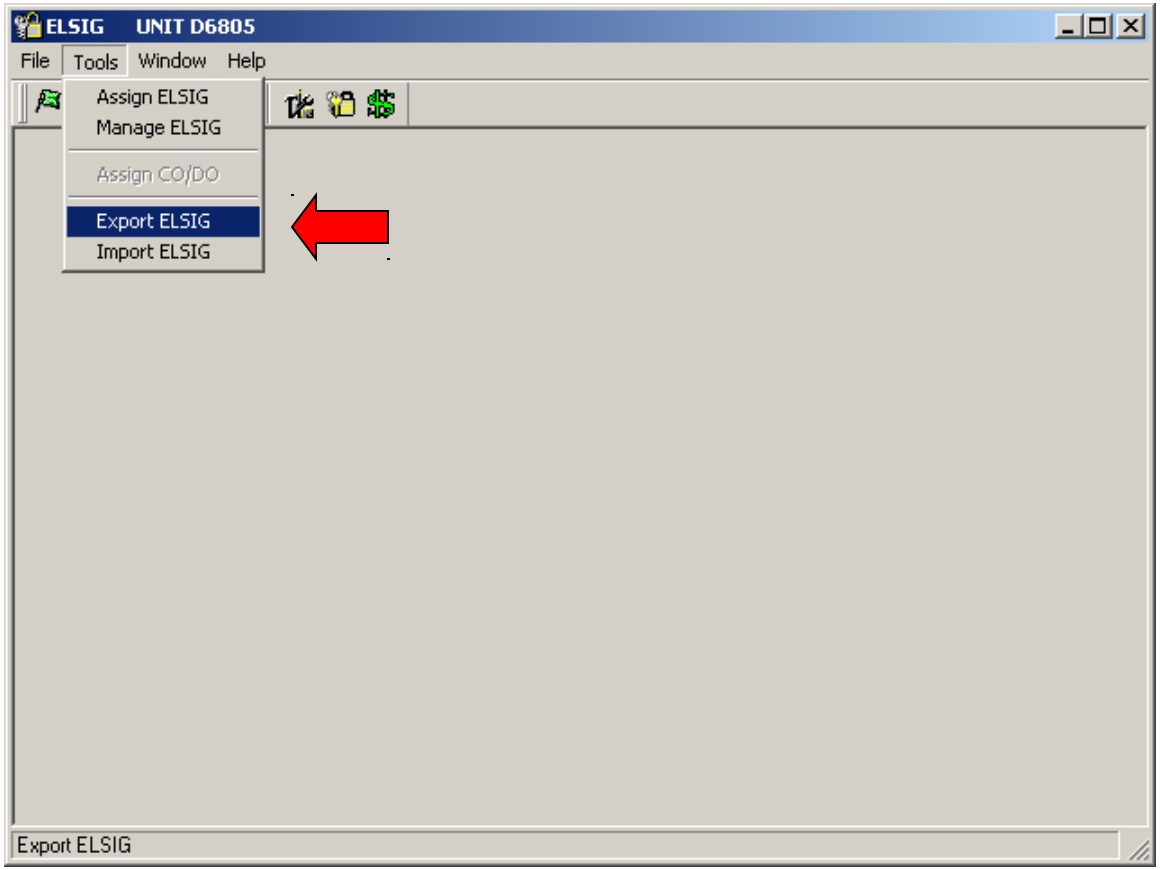
2. Once RAPTRS is installed and the ELSIGs and Seeds are created, y download the ELSIGs to a file. Access RAPTRS and following these ste



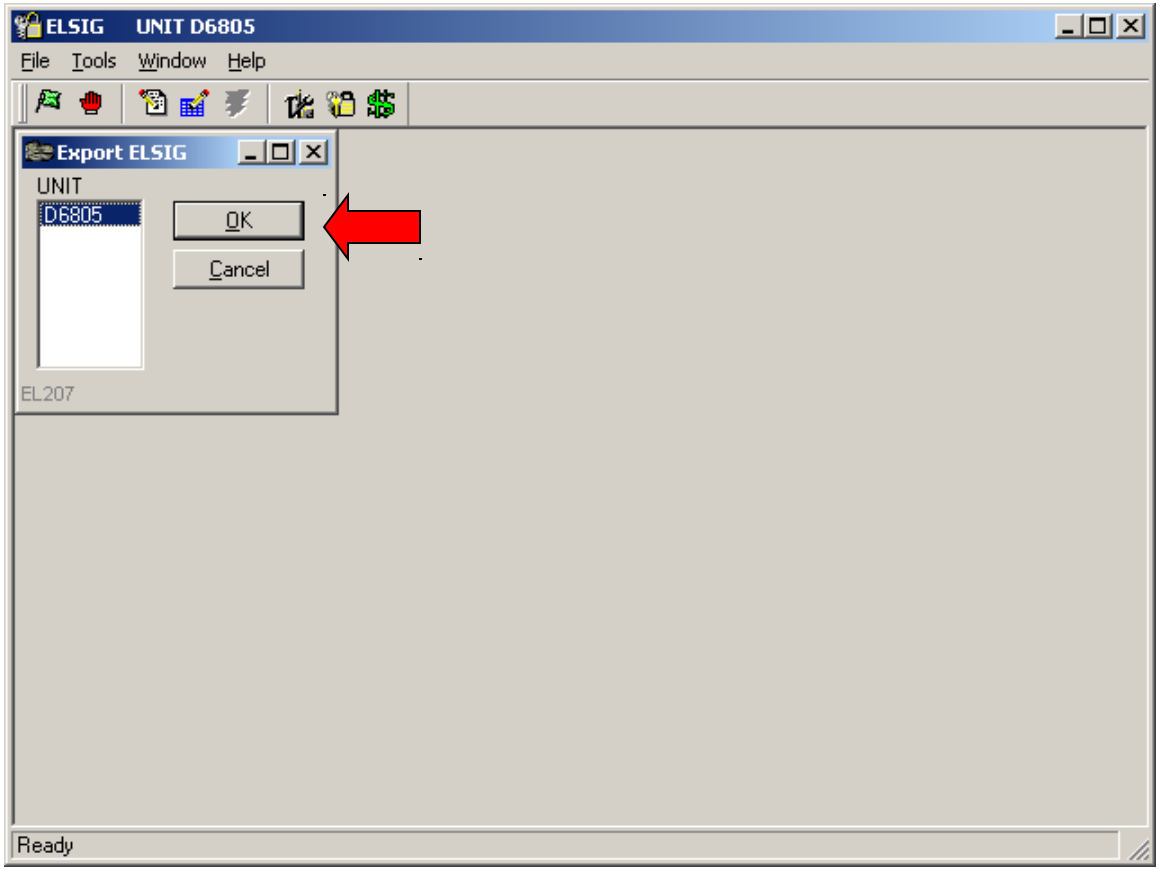
Open the RAPTRS program and enter your unit (Pseudo DSSN), ELS
Click on “OK” and the following dialogue box will appear:



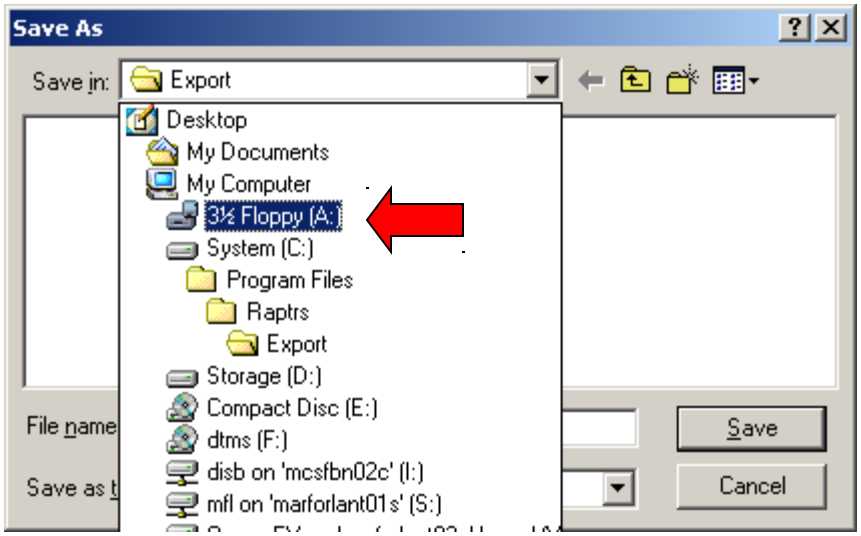
Click on the ELSIG Icon and the following screen will appea



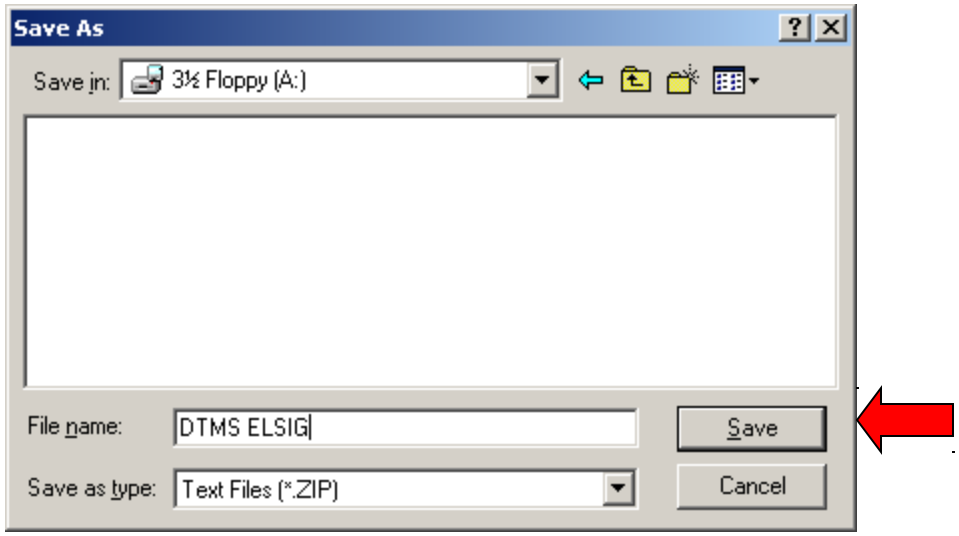
Select “Tools” and then “Export ELSIG”. The following screen wi



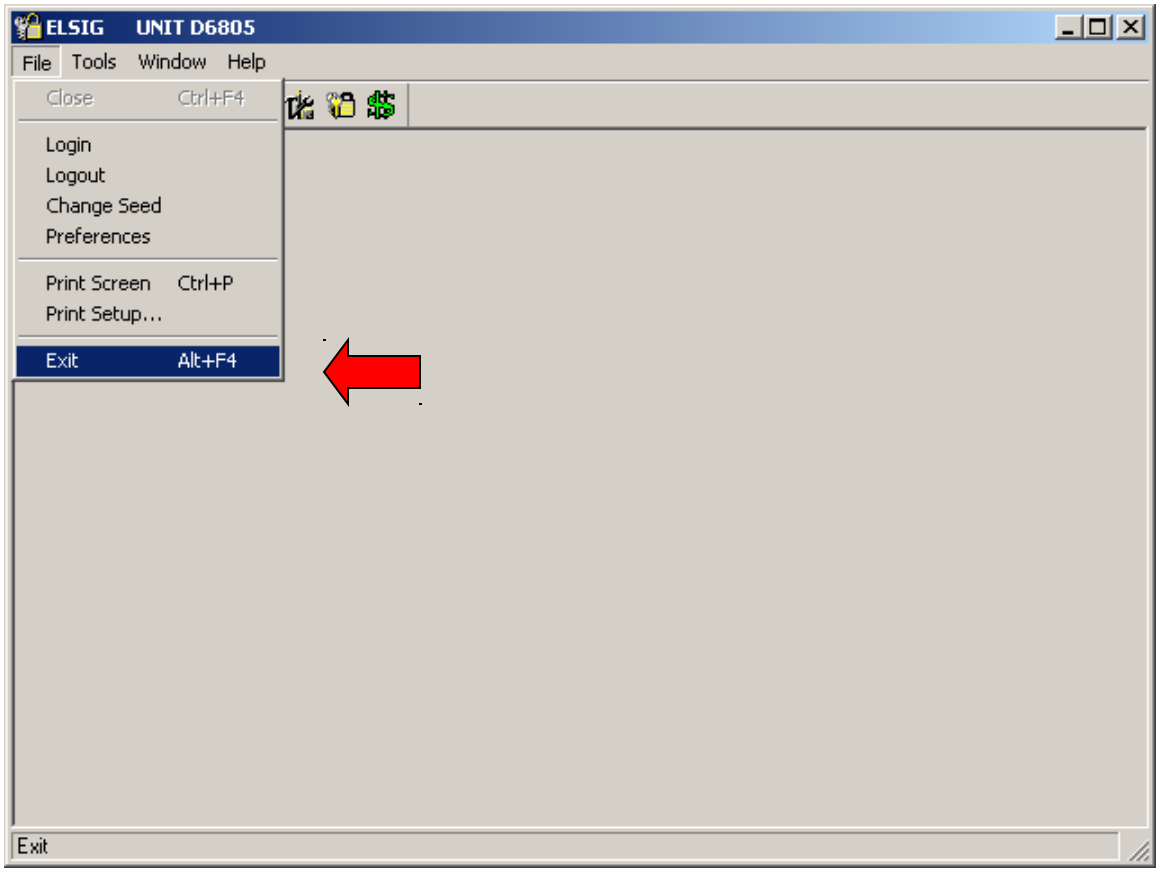
Select your Pseudo DSSN and click “OK”. The following screen w



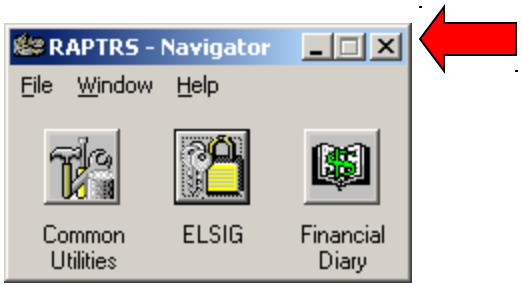
Click the “down” arrow and select the drive you want the file to be
this case, we are downloading the file to a 3.5 floppy in drive “A”.
screen will appear:



Name the file whatever you want and click “Save”. The following sc



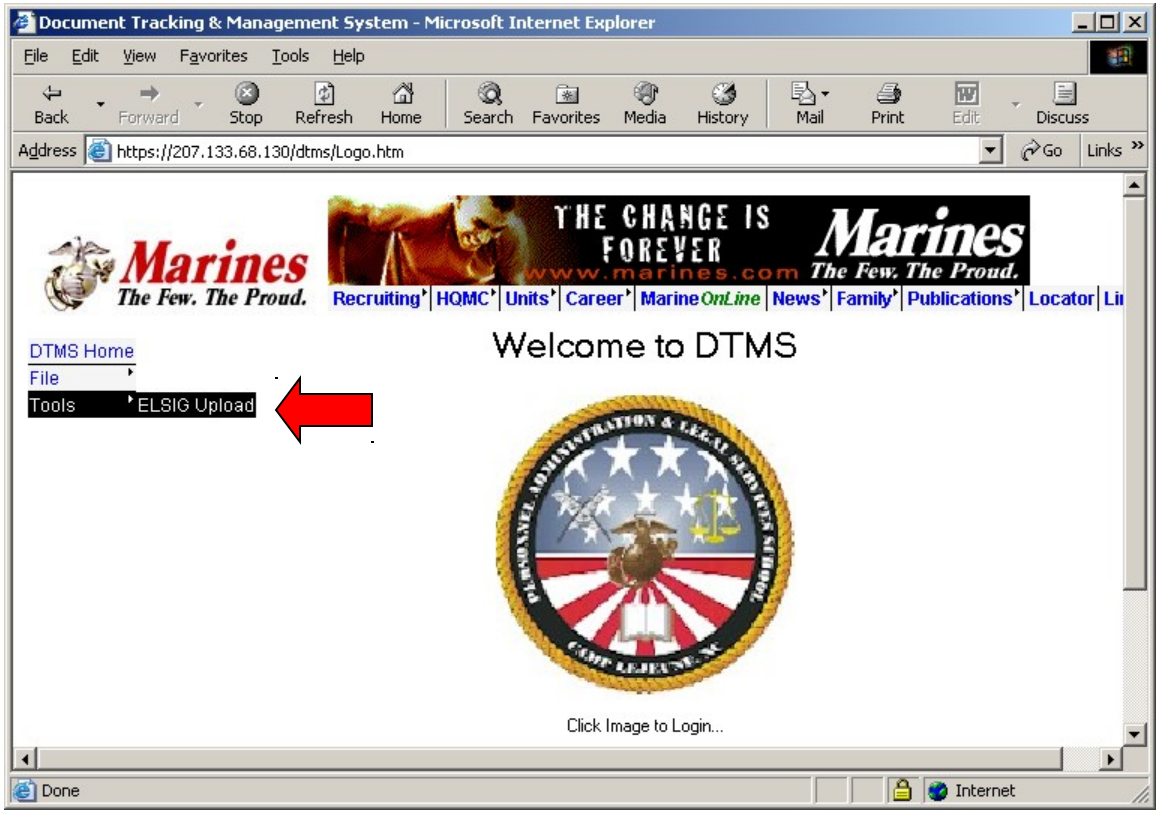
Select “File” and then “Exit”. The following dialogue box will



Click on the “x” in the upper right hand corner to close the RAPTR

You now have the ELSIG file saved to the 3.5 floppy in drive “A”.

Your next step is to access DTMS by loading Internet Explorer and
Internet address https://207.133.68.130/dtms. The following scre


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Address https://207.133.68.130/dtms/Logo.htm
Go Links
Marines
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THE CHANGE IS FOREVER
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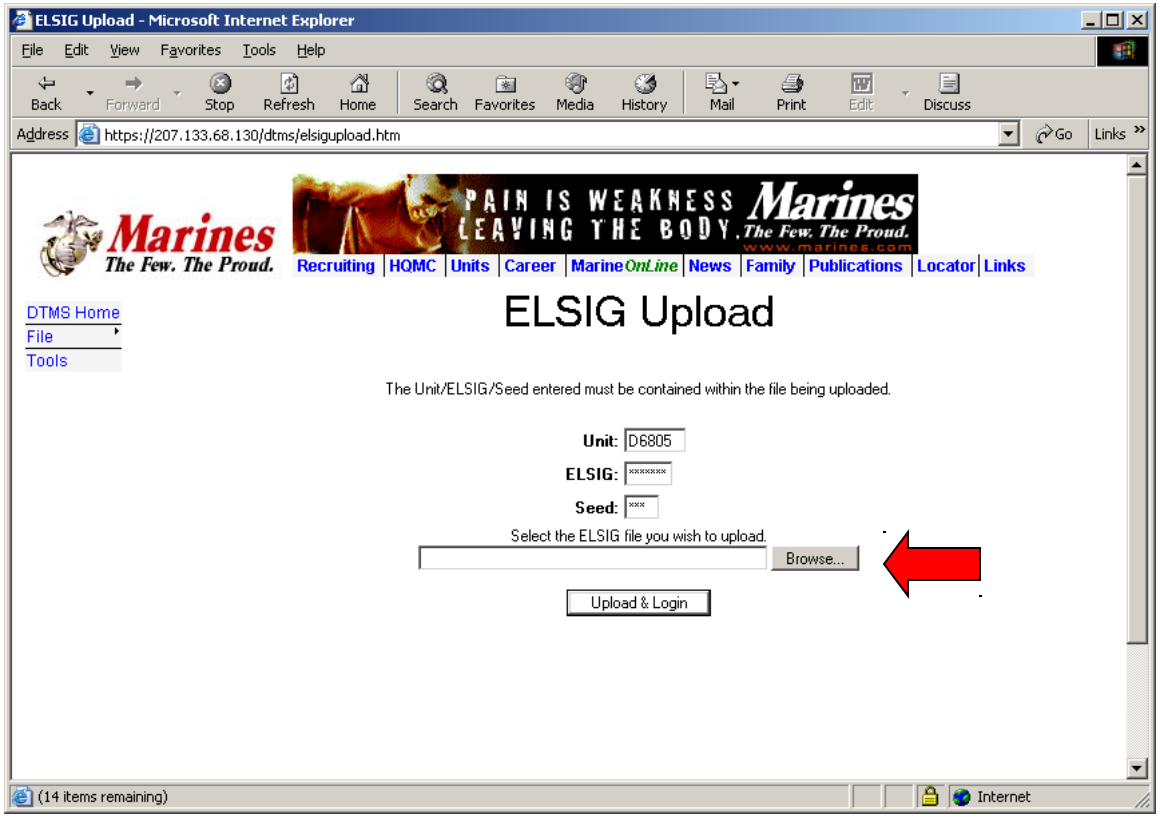
The Few. The Proud.
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator
DTMS Home
File
Tools
ELSIG Upload
Welcome to DTMS
Click Image to Login...
Done
Internet

Click on “Tools” and then “ELSIG Upload”. The following screen


ELSIG Upload - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Address https://207.133.68.130/dtms/elsigupload.htm
Go Links
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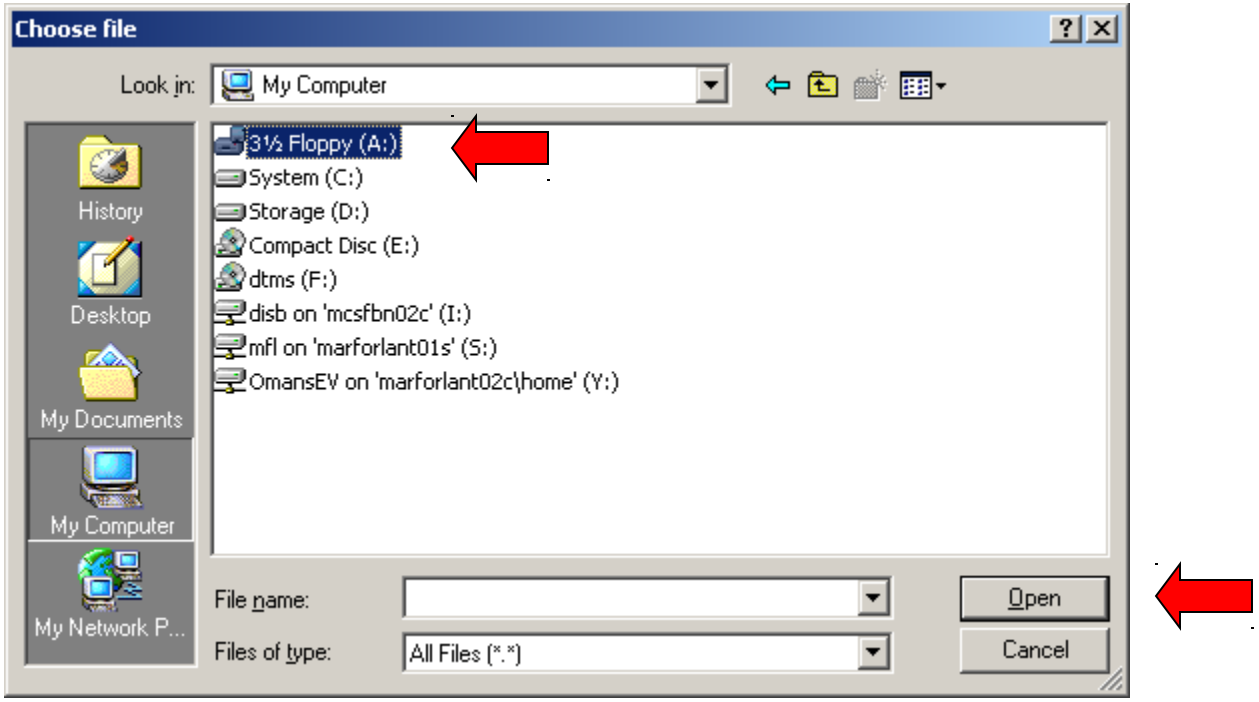
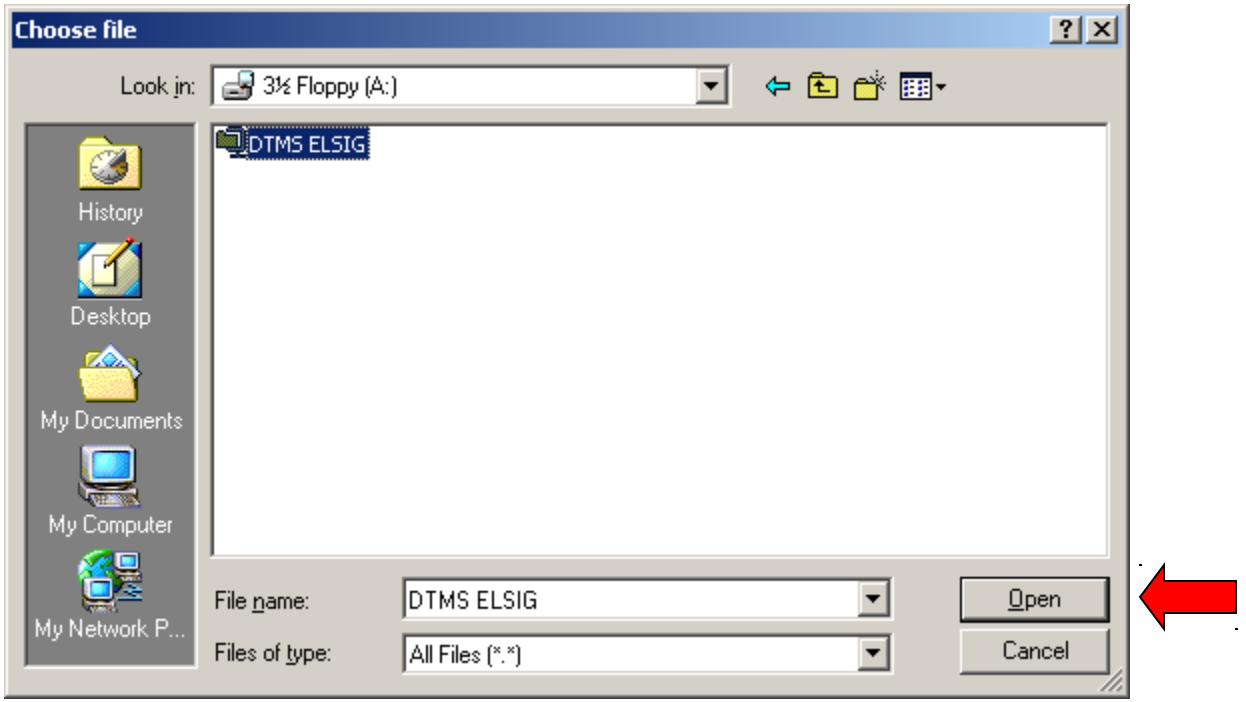
DTMS Home
File
Tools
ELSIG Upload
The Unit/ELSIG/Seed entered must be contained within the file being uploaded.
Unit: D6805
ELSIG: *******
Seed: ***
Select the ELSIG file you wish to upload.
Browse...
Upload & Login
(14 items remaining)
Internet

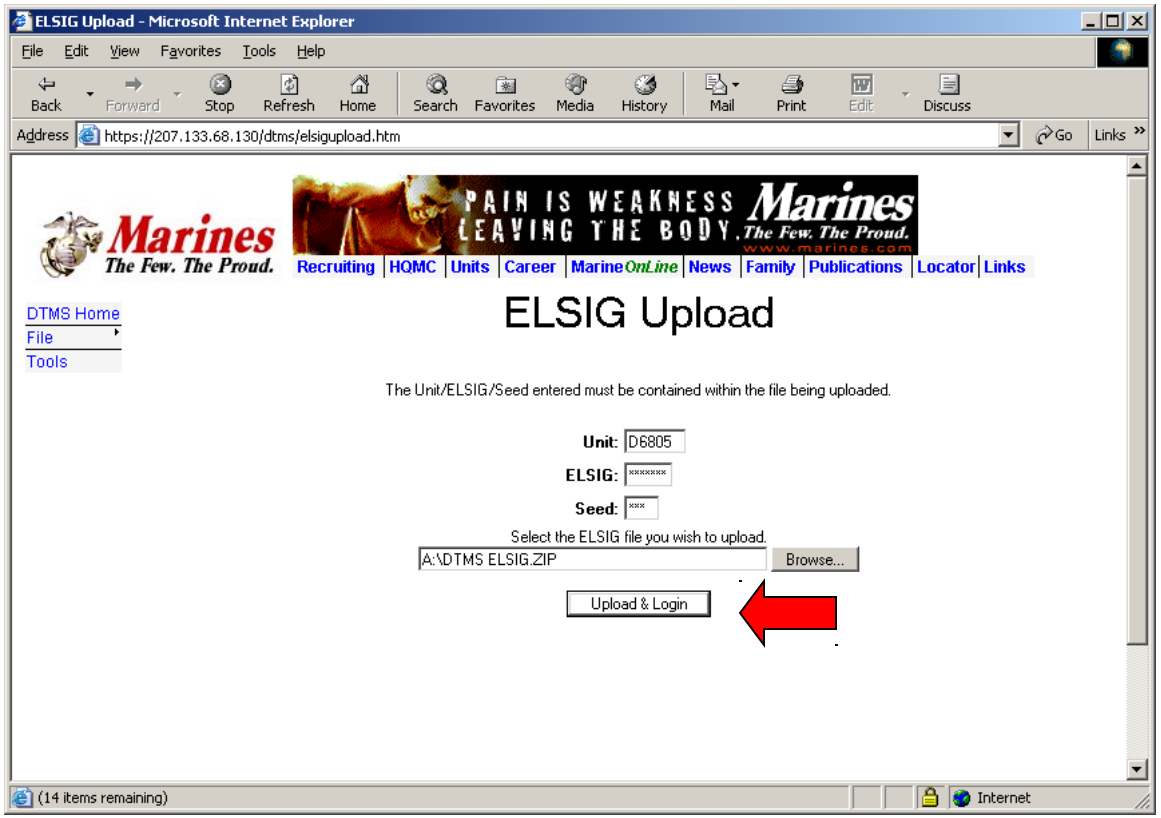
Type in your Pseudo DSSN (i.e. “D6805”). Type in any ELSIG and S contained on the ELSIG download file in drive “A”. Click on the “Br and the following screen will appear:



Click on the Drive and directory that you want to search for the dow file and then click “Open”. The following screen will appear:



**In this case, we clicked on the "A" drive and the file "DTMS ELSIG"
as a valid file. Click on the file and it should automatically appear
Name" box at the bottom of the window. Click "Open" and the foll
will appear:**


ELSIG Upload - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Address https://207.133.68.130/dtms/elsigupload.htm
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DTMS Home
File
Tools
ELSIG Upload
The Unit/ELSIG/Seed entered must be contained within the file being uploaded.
Unit: D6805
ELSIG: *******
Seed: ***
Select the ELSIG file you wish to upload.
A:\DTMS ELSIG.ZIP
Browse...
Upload & Login
(14 items remaining)
Internet

Now all the information needed to upload the ELSIGs into DTMS ap
Screen. Click on "Upload & Login". The ELSIGs will upload into DT
Finished the user whose ELSIG and SEED was entered will then see
In DTMS appear. At this time, any user assigned an ELSIG at that D
Able to access DTMS with the appropriate permissions.

DTMS ELSIG Upload Problems

You may now process documents in DTMS. For more information on
Processing, see the DTMS User's Guide.

If you experience problems or receive any error messages while usin
HQMC RFL at DSN 224-4981 / 4982 / 2224.

If you receive an error message, copy the message window by hittin
Screen". This will copy the window. Open Microsoft Word and then
"V". This will paste the error message window into a Word documen

Name the document whatever you want and attach it to an e-mail wi
Information you have concerning what you were trying to do when t

Send the e-mail to the following recipients:

CWO2 Meece – meecete@hqmc.usmc.mil
MSgt Haddix - haddixtg@hqmc.usmc.mil